

LOS ANGELES COUNTY COMMISSION ON DISABILITIES

BYLAWS

Adopted May 20, 1998

ARTICLE I - NAME

The Commission shall be known as Los Angeles County Commission on Disabilities. As used in these Bylaws the word "Commission" refers to the Los Angeles County Commission on Disabilities.

ARTICLE II - LEGAL AUTHORITY

The Commission was authorized by Ordinance No. 11,138 which added Article LXIX to Ordinance No. 4099 of the Administrative Code May 20, 1975.

ARTICLE III - PURPOSE

The Commission was established by the Board of Supervisors (Board) in 1975, to advise the Board on the needs and talents of people with disabilities throughout the County. Commission members represent a broad variety of disabilities, disability services and include a representative of the California Department of Rehabilitation.

ARTICLE IV - DUTIES

The Commission shall have the following duties:

1. With the assistance of County departments and others, advise the Board on the unique needs of people with disabilities, including, but not limited to, the areas of health, finance, employment, education, public attitudes, barriers, and recreation.
2. Conduct studies and make recommendations to the Board for improvement of policies, systems, and procedures in any areas the Commission feels are necessary, in the best interest of people with disabilities.
3. Cooperate with organizations seeking to improve services to people with disabilities and advise the Board on the efforts and

activities being made for people with disabilities by other government agencies and private organizations.

4. Evaluate the adequacy of existing laws and proposed legislation related to people with disabilities from the County's point of view, and suggest necessary legislation which the County may wish to sponsor.
5. Study and report on matters referred for such review by the Board.

ARTICLE V - MEMBERSHIP

The membership of the Commission shall consist of sixteen (16) persons appointed by the Board plus one (1) member appointed by the State Department of Rehabilitation. The terms of the members shall be for two years beginning on July 1st of the year of appointment and expiring on June 30 unless said appointment is to fill the unexpired term of a previous member, in which case, the term of the successor shall be the unexpired term of his/her predecessor. All Commissioners shall serve until a successor is duly appointed and qualified.

ARTICLE VI - OFFICERS

The officers of the Commission shall consist of a President, First Vice President, Second Vice President and a Treasurer. Each officer shall be elected in June, or at the next regular meeting thereafter, with a limit of two (2) consecutive terms in the same office. Officers can reapply for the same office two (2) years after the termination of their last term in that office. Nominations may be made (a) by the Nominating Committee, (b) by the President; (c.) from the floor; (d.) by a Committee; or (e) any method approved by the Commission to facilitate the election process in accordance with Robert's Rules of Order, subject to the provisions for submission of Declaration of Candidacy set forth herein.

A Nominating Committee will be appointed at the March Commission meeting or at the next regular meeting thereafter. The Nominating Committee shall report a slate of officers at the May Commission meeting or at the next regular meeting thereafter.

No person shall be nominated for the position of President, First Vice President, Second Vice President or Treasurer of the Commission unless he/she has submitted to the Commission staff, a written Declaration of Candidacy, signed by the candidate, at least 10 days before the May Commission meeting. The President shall open the nomination meeting and will receive any nominations made from the floor. After such nominations have been completed, the full slate in alphabetical order and copies of the Declaration of Candidacy of all persons nominated, shall be sent to each member by certified mail, not less than one week prior to the next regular meeting, at which time the annual election shall take place. Elections shall be decided by a majority vote of the quorum.

ARTICLE VII - DUTIES OF OFFICERS

A. President:

1. The President shall preside at meetings of the Commission.
2. The President shall appoint all members and be the President of each Committee unless otherwise provided in these Bylaws. Such appointments shall be made following the election of officers in June, with consideration given to the preference indicated by each Commissioner for membership of such Committees. The President shall be an officio member of all Committees, except the Nominating Committee. All Commissioners shall serve on at least one standing Committee.
3. The President, or his or her designated appointee, shall represent the Commission at public functions.
4. Once the President as a whole has acted on an item or otherwise approved an action that requires further acts for full implementation, the President shall have authority to undertake the tasks required for full implementation. Such authority shall include the ability to prepare correspondence, Board memoranda, or reports to the Board. In no event shall the President be granted the authority to act unilaterally on any item that requires action by the Commission as a whole.

B. First Vice President:

The First Vice President shall serve as First Vice President of the Commission and will perform the duties of the President in the absence of the President and will perform any other responsibilities as directed by the President.

C. Second Vice President

The Second Vice President shall serve as Second Vice President of the Commission and will perform the duties of the First Vice President in the absence of the First Vice President and the duties of the President in the absence of the First Vice President and the President and will perform any other responsibilities as directed by the President.

D. Treasurer:

The Treasurer shall oversee the activities of the Commission Fund and shall present a written financial report at the January, April, July, and October Commission meetings or as requested by the Commission.

ARTICLE VIII - COMMISSION MEMBERS

The Commission shall have general supervision of all matters pertaining to the Commission. It shall be the duty of each Commission member to attend all meetings of the Commission except in case of illness or emergencies. If a member of the Commission has ~~unexcused~~ absences from three (3) consecutive regular meetings or fifty percent of regular meetings in any half of a calendar year whichever is greater, such absences shall be reported to the appointing Supervisor by the President.

It shall be the policy of this Commission that no Commissioner will engage in a personal attack in public on any other member of this Commission. There are, and will continue to be, differences of opinion on the myriad of issues the Commission considers, and that is as it should be and reflects diverse viewpoints. However, no personal attacks in public will be countenanced. Such behavior will be subject to censure by the Commission and shall be reported to the appointing Supervisor with a recommendation for dismissal.

ARTICLE IX - COMMITTEES

The Commission may establish standing or ad hoc Committees at its discretion, define their areas of operation and concern, and establish rules of operation. Unexcused absences by Commissioners from more than twenty-five percent of the meetings of a Committee of which the Commissioner is a member during any twelve-month period shall constitute automatic resignation from that Committee. Staff will apprise Commissioners before the absences reach the twenty-five percent level.

ARTICLE X - MEETINGS

Regular monthly meetings shall be held on the third Wednesday of each month, except that the President of the Commission may change the date and place of any meeting at his or her discretion subject to the requirements of the Brown Act. Consideration may be given to holding meetings in different geographic areas at times convenient for public attendance subject to the requirements of the Brown Act. One (1) more than half of the current membership (a majority) of the Commission shall constitute a quorum.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the quorum present at any regular Commission meeting. Notice of Intention to amend the Bylaws must be sent by certified mail to members of the Commission ten (10) days in advance of the date set for consideration of such amendments.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Unless otherwise prescribed in the Bylaws, all Commission meetings shall be governed by the Procedural Rules set forth in the current edition of "Roberts Rules of Order Newly Revised", which were adopted at the organization meeting of the Commission on Disabilities on May 20, 1975.